

# ASSIGNMENT 2

Textbook Assignment: "Programs and Policies," chapter 3, pages 3-1, through 3-4 and "Professional Development," chapter 4, pages 4-1 through 4-17.

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- 2-1. The pursuit of an environment free from discrimination is an element of leadership.
1. True
  2. False
- 2-2. The Command Managed Equal Opportunity (CMEQ) program directs the command to take which of the following actions?
1. Create and maintain a positive equal opportunity climate within the command
  2. Identify and resolve equal opportunity/sexual harassment problems and concerns
  3. Ensure that merit, ability, performance, and potential are the only factors that affect individual promotion, training, duty assignments, and any other action
  4. All of the above
- 2-3. A command with 250 military personnel must have at least how many command training team (CTT) members?
1. Five
  2. Two
  3. Three
  4. Four
- 2-4. Which of the following statements concerning Navy Rights and Responsibilities (NR&R) workshops is NOT correct?
1. All personnel must attend an NR&R workshop within 90 days of reporting to a new permanent duty station
  2. Commands must conduct NR&R training frequently enough to keep the class size below 20 people
  3. Lesson topics for NR&R workshops are locally prepared
  4. Commands hold an annual all-hands NR&R workshop
- 2-5. Which of the following factors is/are used when gathering command demographic information?
1. Age
  2. Gender
  3. Race
  4. All of the above
- 2-6. The Navy's enlisted performance evaluation system is designed to fairly and equitably evaluate an individual's worth to the Navy. For which of the following purposes is the performance evaluation used?
1. To determine an individual's eligibility for reenlistment or honorable discharge
  2. To determine an individual's qualifications for the Navy's special duty programs
  3. To select personnel for advancement
  4. Each of the above

- 2-7. Performance evaluations are categorized as Periodic, Transfer, and Other. Which of the following would NOT normally be an occasion for an Other type of report?
1. Interdepartmental transfer
  2. Bad-conduct discharge
  3. Retirement
  4. Advancement
- 2-8. Guidelines for preparing personnel evaluations are found in which of the following publications?
1. Standard Organization and Regulations of the U.S. Navy
  2. Bibliography for Advancement Study
  3. NAVMILPERSCOMINST 1616.1
  4. United States Navy Regulations
- 2-9. Personnel in paygrades E-6 and below do NOT require an evaluation mark in which of the following areas?
1. Leadership
  2. Management
  3. Self-expression
  4. Personal traits
- 2-10. In evaluating personnel, which of the following factors should you consider?
1. Each paygrade has equally high standards of performance
  2. Individuals should be compared with all others within a work center
  3. Individuals should be compared with all others in the same command
  4. When possible, personnel in each paygrade should be compared only with others in the same rate and rating
- 2-11. Which of the following guidelines should you follow when assigning evaluation marks?
1. Opinions should not be formed on the basis of only one or two isolated observations of performance
  2. All traits for an individual should be assigned the same mark
  3. The opinions of others should never be used in evaluating an individual
  4. Personal relationships should be considered
- 2-12. In the Navy's enlisted performance evaluation system, what minimum numerical values are assigned to (a) a satisfactory performer and (b) one who performs above expectation?
1. (a) 3.0 (b) 3.4
  2. (a) 3.0 (b) 3.8
  3. (a) 2.8 (b) 3.8
  4. (a) 2.8 (b) 3.4
- 2-13. A person's ability to perform tasks without being told how or when to do them is measured by what enlisted performance evaluation trait?
1. Initiative
  2. Reliability
  3. Military bearing
  4. Personal behavior
- 2-14. A person's success in inspiring subordinates and achieving goals is measured by what enlisted performance evaluation trait?
1. Personal behavior
  2. Counseling
  3. Directing
  4. Advising
- 2-15. When evaluating performance, you are permitted to exercise subjective judgement in which of the following areas?
1. Counseling
  2. Initiative
  3. Overall evaluation
  4. Military knowledge/performance

- 2-16. When you maintain personnel performance records on individuals, you must take certain actions to ensure compliance with the Federal Privacy Act of 1974 and the Freedom of Information Act. These actions include the responsibility to inform individuals that they have which of the following rights?
1. The right to examine and make copies of their record
  2. The right to discuss differences they have with entries
  3. The right to request changes by higher authority of unresolved differences
  4. Each of the above
- 2-17. The Petty Officer Quality Control Review Board reviews the performance records of personnel in which of the following paygrades?
1. E-4 through E-6
  2. E-4 through E-7
  3. E-4 through E-7
  4. E-5 through E-9
- 2-18. If the Petty Officer Quality Control Review Board determines that the performance of the petty officer is below standard, which of the following actions could it take?
1. Process the petty officer for administrative separation
  2. Reduce the petty officer to the next inferior paygrade
  3. Advise the petty officer that it would be in his or her personal benefit to request either a transfer to the Fleet Reserve or the U.S. Navy retired list or Naval Reserve retired list
  4. Each of the above
- 2-19. After enlisting in the Navy, who is primarily responsible for insuring that you better yourself, move ahead, grow more knowledgeable, and become better qualified?
1. You
  2. Your division leading petty officer
  3. Your division chief petty officer
  4. Your division officer
- 2-20. People often choose which of the following reasons for making the Navy a career?
1. Travel
  2. Retirement
  3. Job security
  4. Each of the above
- 2-21. You can find incentive program eligibility requirements in which of the following publications?
1. Standard Organization and Regulations of the U.S. Navy
  2. Enlisted Transfer Manual
  3. Retention Team Manual
  4. Both 2 and 3
- 2-22. The Selective Reenlistment Bonus (SRB) program is designed to achieve which of the following goals?
1. To provide a reenlistment incentive for all first-time reenlistees
  2. To reenlist sailors in ratings that are undermanned
  3. To encourage people to change their rating to a "sea-going" rating
  4. Each of the above
- 2-23. Which of the following incentive programs may be able to help you change your rating?
1. Lateral Conversion
  2. Selective Training and Reenlistment
  3. Guaranteed Assignment Retention Detailing
  4. Each of the above
- 2-24. Which of the following programs is designed to teach basic skills in English, reading, mathematics, and writing?
1. Navy Campus Certificate/Degree Program
  2. Basic Skills Program
  3. Program for Afloat College Education
  4. College Level Examination Program

- 2-25. To be considered for instructor duty, you should exhibit which of the following traits?
1. Maturity
  2. Loyalty to the Navy
  3. Good leadership ability
  4. All of the above
- 2-26. Which of the following locations is NOT considered overseas duty?
1. Hawaii
  2. Alaska
  3. New Mexico
  4. Puerto Rico
- 2-27. Special warfare combat swimmers would most likely be found serving in which of the following units?
1. Fleet diver
  2. SEAL
  3. EOD
  4. Submarine
- 2-28. The purpose of the Navy's Tuition Assistance (TA) Program is to provide financial assistance to eligible personnel who attend educational institutions on a voluntary, off-duty basis.
1. True
  2. False
- 2-29. The policy of the Department of the Navy is "to promote habits of thrift and encourage... conduct of financial affairs in such a manner as to reflect credit upon the naval service."
1. True
  2. False
- 2-30. When preparing a budget you should consider which of the following items first?
1. Food
  2. Clothing
  3. Savings
  4. Housing
- 2-31. You may encounter which of the following disadvantages when buying on credit?
1. Overbuying
  2. Paying higher credit prices as compared to cash prices
  3. Paying interest charges
  4. All of the above
- 2-32. If you receive a verification request for a Navy person, you are NOT permitted to provide which of the following information?
1. The person's membership in the Navy
  2. The person's station address
  3. The statement of the person's basic pay
  4. The member's social security number
- 2-33. The provisions for discharge because of nonpayment of legal debts can be found in which of the following manuals?
1. Naval Military Personnel Manual
  2. U.S. Navy Regulations
  3. Enlisted Transfer Manual
  4. Retention Team Manual
- 2-34. The Navy expects its personnel to pay their debts in a proper and timely manner.
1. True
  2. False
- 2-35. In matters pertaining to Indebtedness, you are NOT authorized to perform which of the following functions?
1. Arbitrate claims about the private financial debts of your personnel
  2. Act as an agent or collector for a creditor
  3. Both 1 and 2 above
  4. Encourage your people to conduct their financial affairs in a way that reflects credit upon themselves and the Navy

- 2-36. Improper use of credit can create a financial nightmare that can adversely affect your personal life in which of the following areas?
1. Your job
  2. Your family life
  3. Your mental and physical health
  4. All of the above
- 2-37. As suggested by the U.S. Department of Labor, approximately what percentage of take-home pay should you budget for food?
1. 5%
  2. 11%
  3. 23%
  4. 25%
- 2-38. As suggested by the U.S. Department of Labor, approximately what percentage of take home pay should you budget for housing?
1. 5%
  2. 10%
  3. 25%
  4. 50%
- 2-39. The total amount of salary before any deductions is known by which of the following terms?
1. Gross income
  2. Deductions
  3. Flexible expenses
  4. Allotments
- 2-40. The amount of money taken from pay for income tax, social security, and other reasons is known by which of the following terms?
1. Gross income
  2. Fixed expenses
  3. Deductions
  4. Net income
- 2-41. The total amount of money paid to a member after all deductions and allotments are paid, often called take-home pay, is known by which of the following terms?
1. Gross income
  2. Fixed expenses
  3. Flexible expenses
  4. Net Income
- 2-42. Those sums of money deducted from gross income to pay debts such as insurance premiums, debts due the United States, and family support are known by which of the following terms?
1. Net income
  2. Allotments
  3. Gross income
  4. Deductions
- 2-43. Expenses that are the same each month are known by which of the following terms?
1. Gross income
  2. Fixed expenses
  3. Flexible expenses
  4. Net income
- 2-44. Expenses that change from month to month, sometimes called variable expenses, are known by which of the following terms?
1. Flexible expenses
  2. Net Income
  3. Allotments
  4. Gross Income
- 2-45. The services provided by various Family Service Centers (FSCs) may vary as a result of which of the following conditions?
1. Command and community makeup
  2. Needs of personnel
  3. Both 1 and 2 above
  4. Lack of participation by personnel

- 2-46. Navy Campus provides' which of the following services?
1. Coordinates off-duty education for Navy personnel
  2. Provides Strategic Weapons System (SWS) training
  3. Prepares enlisted performance evaluations
  4. Prepares duty-preference cards
- 2-47. The Enlisted Education Advancement Program (EEAP) provides a means of obtaining which of the following types of degrees?
1. Associate
  2. Baccalaureate
  3. Masters
  4. Doctorate
- 2-48. Navy personnel may use tuition assistance for which of the following purposes?
1. High school completion
  2. Vocational and technical training
  3. College courses leading toward undergraduate and graduate degrees
  4. All of the above
- 2-49. In reference to the Instructor Services Program, which of the following statements is true?
1. The total cost to enroll in the program is \$25,00
  2. The program cannot be used to gain vocational skills
  3. The students pay no tuition
  4. The program provides a means for getting academic credit
- 2-50. Which of the following tests are offered free of charge to military personnel through the Defense Activity for Non-Traditional Educational Support (DANTES)?
1. DANTES Subject Standardized Tests
  2. College admission tests
  3. College Level Examination Program (CLEP) tests
  4. All of the above